

## **Victor Julian Warner**

Notary Public

49 Moor Mead Road, St Margarets, TW1 1JS

Telephone: 020 8892 0092    Mobile: 07930 405 3361  
Email: victor@andnotary.eu    Web site: www.andnotary.eu

### **Information about my services as a notary public**

#### **Introduction**

This leaflet provides information about my services as a notary public. Including

- how I charge, with some examples;
- some of the things a client should and should not do in order to get a document notarised;
- how long it can take to get a document notarised; and
- details on when I see clients and how to make an appointment.

In a separate leaflet (the *More Information* leaflet) there are answers to some common queries clients have about the services provided by a notary, and more information about certain matters covered in this leaflet.

#### **Charging information**

##### **How do I charge? Do I charge VAT?**

The amount I charge is depends on the time taken to deal with a client's matter. My normal charging rate is £160 per hour. I do not charge VAT (as I am not registered for VAT).

##### **Do I have a minimum charge?**

I do not have a minimum charge. My experience is that even the very simplest matter is unlikely to take less than 15 to 20 minutes (approx £40 to £53). However, most simple notary matters take between 20 minutes and 30 minutes to deal with (approx £53 to £80).

##### **“Why does it cost so much just to get my signature witnessed?”**

##### **“It only takes a minute to get you to see me sign a document and put your seal on the document, why are you charging so much?”**

One of the most common tasks a notary is asked to do is to see a client sign document. The above are common questions I am asked, but many clients are not aware of what a notary has to do.

Although it only takes a minute or two for a client to sign a document and for a notary to sign and place their seal on the deal, a notary has to do more than this. A notary must perform several tasks when a client signs a document in the presence of a notary. These include

- checking the client's identity;
- checking/reading the document provided by the client (so that the notary can assess whether the client knows what they are signing and also to check for any obvious errors or problems);
- often preparing a covering document which states (i) that the client has been seen, (ii) where they have been seen, (iii) how the client has been identified, (iv) the fact that the client has signed the document in my presence etc;
- binding and sealing all documents together; and
- making a record of what the client has asked the notary to do.

All of these activities take time. (The type of activities I carry out, as a notary, are outlined in more detail in *Examples of activities charged for* in the *More Information* leaflet).

### **Do I offer a fixed fee service? Can I provide an estimate or quotation?**

I do not offer a fixed fee service.

I can provide an estimate if I discuss a client's requirements and after (preferably) seeing the document(s). When I give an estimate I normally aim to keep to it. If it is not possible to do so, then I will inform the client about the extra work necessary and ask for the client's agreement before proceeding.

### **Payment of my charges**

In most cases I will see a client on one occasion. Therefore payment is required before the client leaves with the document. In most circumstances I will not release any notarised documents until payment is made. Payment can be made by cheque or with cash. I do not accept payment by credit or debit card.

For clients who have a continuing need for my services, I may be willing to invoice the client. In such cases, payment will be due within 14 days of the date of my invoice.

## **Getting ready**

### **What I will always need to know when a client contacts me**

At a minimum I need to know

- what type of document the client needs to have notarised (eg a power of attorney);
- how many documents there are;
- which country the document is going to be used in;
- how many persons will be signing the document;
- when the document needs to be sent abroad.

### **Please make an appointment**

It will always be necessary to make an appointment (see *How long does it take and appointments* below).

## Before the appointment

Preferably a client should provide a copy of the document requiring notarisation, together with any instructions or correspondence provided with the document. These can be sent to me by email, facsimile or post. Doing this can save time and expense and avoid mistakes. If I see a document (and any instructions which come with the document) prior to an appointment, I can see what needs to be done to, or added to, the document.

If the document is not fully and properly completed I may not be able to deal with the document.

## What a client *must not* do with documents they wish to have notarised

For documents which require a client's signature, the client *must not* sign them before their appointment.

In almost *all* circumstances I am required to see the client sign the document in my presence.

There are generally no exceptions to this requirement.

If the client does not have a copy (whether a physical copy or an electronic copy) of the document requiring notarisation, then delay and extra expense may be incurred while a duplicate is obtained. Note: making hand-written amendments on documents is not always acceptable to the person, organisation or country receiving the document(s). A few countries, in addition to requiring the document to be signed in the presence of a notary, also specify particular ink colours for signatures (usually blue or black).

## What the client should bring

- identification documents;  
  
For individuals: I will need to see the client's passport and a second form of identification (such as a recent utility bill, council tax bill, bank statement). For companies there are additional requirements. (See also *Identification* in the *More Information* leaflet)
- the documents needing to be notarised (the originals together with any instructions or correspondence from the originator of the documents);
- a cheque book or cash.

## On arrival

When a client arrives I normally

- check the client's identity;
- ask the client to complete a form which will contain the client's contact details, and a specimen signature;
- check that client understands the document they are to sign;
- ask the client to sign the document.

## Other activities

In most cases I need to add my signature and possibly add other wording. In many cases I need to prepare a covering document which will need to be attached to the document signed by the client. I will always need to add my signature and seal. There are also other activities which I need to carry out (most are listed under *Examples of activities charged for* in the *More Information* leaflet).

## How long does it take and appointments

### How long does it take to get a document notarised?

There are a number of different points here:

- *appointments*: Appointments can normally be made the same or next day. Saturday, early morning and early evening appointments are also available.
- *the appointment*: If the document requiring notarisation is complete and in the correct form, then I will normally need to see the client for no more than 15-30 minutes. Note: there are often activities which need to undertake before and after a client visit (some of these tasks are listed above under *What type of activities do I normally charge for*)
- *third parties*: For example, if another person needs to verify or confirm some information, or I need to obtain a document from another person/organisation, the amount of time necessary will depend on how quickly that other person/organisation takes. For example, if I need to obtain a copy of a client's marriage certificate from the appropriate Registrar of Births, Marriages and Deaths, this can take anything from 2 to several working days.
- *legalisation*: For many countries, the documents also need to be stamped either by the Foreign and Commonwealth Office (FCO) and/or the consulate/embassy of the country where the document is to go. The FCO take approximately 1 week to legalise a document sent to them by post. It is often possible to obtain legalisation more quickly (but at an increased cost). For more details on obtaining legalisation from the FCO, indicating some information how it can be obtained more quickly see *Legalisation by the Foreign and Commonwealth Office (FCO)* in the *More Information* leaflet.

### When and how I am able to see a client

My usual days for providing notary services are Mondays to Fridays. Saturday morning appointments are available.

My normal hours are from 8.00 am to 6 pm for Mondays to Fridays. Appointments earlier than 8.30 am or later than 6 pm are sometimes available.

An appointment is always required and should be made either by telephone or email. My telephone number: 020 8892 0092. My email address: victor@andnotary.eu.

I do not see clients without an appointment.